

TENTATIVE

REGULAR MEETING OF THE ADMINISTRATIVE BOARD OF NIAGARA COUNTY SEWER DISTRICT #1

Held on the 17th day of December 2014 at the Youngstown Yacht Club

PRESENT:

Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis

EXCUSED:

Commissioner Sylvia Virtuoso
Anthony J. Nemi, Liaison, Niagara County Legislature

ALSO PRESENT:

Thomas W. Blodgett, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Robert P. Lannon, CRA Infrastructure & Engineering
Joanne M. Teixeira, NCSD #1
Suzanne-Marie C. Fulle, NCSD #1

Chairman Smith called the meeting to order at 6:15 p.m.

Roll call was taken by Suzanne-Marie C. Fulle.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the minutes of the November 19, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by James Riester and seconded by Robert B. Cliffe, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	17.80
Dig Safely	Digging Notifications	69.50
Frontier	Mapleton Rd PS	53.34

National Fuel	Plant	2,934.36
National Fuel	Shawnee Road PS	71.26
National Fuel	Townline Rd PS	195.70
National Grid	Elec Dist. - East Canal PS	663.11
National Grid	Elec Dist. - Mapleton Rd	174.93
National Grid	Elec Dist - Moyer Lift	87.69
National Grid	Elec Dist - Plant	6,619.16
National Grid	Elec Dist - Shawnee Road	182.30
National Grid	Elec Dist - Tonawanda Creek Rd PS	454.49
National Grid	Elec Dist - Townline Rd PS	373.25
National Grid	2044 Niagara Falls Blvd (meter)	21.66
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (August, Sept, Oct 2014)	848.62
Niagara County Public Works	Elec Supply - Mapleton PS (September & October 2014)	231.38
Niagara County Public Works	Elec Supply - East Canal PS (September & October 2014)	1,787.05
Niagara County Public Works	Elec Supply - Moyer Lift (September & October 2014)	93.62
Niagara County Public Works	Elec Supply - Shawnee Rd (September & October 2014)	138.94
Niagara County Public Works	Elec Supply - Townline Rd (September & October 2014)	757.07
Niagara County Public Works	Elec Supply - Plant (September & October 2014)	25,784.47
Niagara County Public Works	Elec Supply - Rapids Road (September & October 2014)	423.01
NYSDEC	Petroleum Bulk Storage Application	100.00
NYSEG	Rapids Rd PS	107.55
QLT	Townline Rd PS	13.35
Time Warner	Internet Service	758.17
Town of Wheatfield Water	Plant	814.35
Verizon	East Canal	24.95
Verizon	Moyer Lift	24.95
Verizon	Plant	142.92
Verizon	Rapids Rd PS	24.93
Verizon	Shawnee Road PS	24.60
Verizon	Tonawanda Creek Rd PS	29.33
Verizon	Townline Rd PS	24.95
Verizon Wireless	Cellular Phone	27.23
WNY Occupational Medicine	Physical Exam and Drug Testing Charges	97.00

TOTAL

\$ 44,218.01

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Alfa Laval	Upgraded Controls for Centrifuge - 3rd payment	7,792.20
Allied 100 LLC	Adult training pad set, lung bags for CPR prompt manikins	120.80
Allied Waste	Sludge Disposal	13,694.48

Allied Waste	Recycling Service	39.73
Applied Sciences Group Inc	East Canal PS - prep and finish check valve wiring	522.50
Buffalo Courier Services	Delivery Service to Rochester Lab	966.00
CDW Government	TV & DVD/VCR for training	307.64
CRA	November Monthly Retainer	750.00
CRA	2014 Roof Replacement (Project #631067)	8,922.00
CRA	Clarifier Baffle (Project #631076)	12,531.00
CRA	NCSD Mapleton Rd. P.S. Rehab Project #631047	1,652.00
Cummins Northeast LLC	Repair to East Canal PS Generator	757.87
Dell Marketing	MS Office Software for D. Kummer PC	841.08
Ellis, Wright	2014 Travel Mileage -Board Meetings	218.40
Empire State Mechanical Contractors, Inc.	Clarifier Baffle Improvements	26,120.78
Evoqua	Lab Grade Water	168.51
Federal Express	Delivery of Lab Samples overnight	611.12
GZA GeoEnvironmental, Inc.	Aquatic Toxicity Testing	787.00
Greater Niagara Mechanical	Supply and install new contractors in 3 RTU's	740.00
Gui's Lumber	Maintenance Supplies	61.46
HON Company	Chairs for Operations	465.60
Isle Chem	Lab Analysis	5,463.50
JP Industrial Supply	Maintenance Supplies	515.94
K & K Janitorial Service, Inc.	General Cleaning for November 2014	390.00
Kandey Company, Inc.	Mapleton Road Pump Station Emergency Rehab	55,739.73
Lakes Pipe & Supply Corp	Plumbing Supplies	521.56
Lozier	Laboratory Services	280.00
Maerten's Motor Service	Snow plow repair & maintenance	207.00
Martech Controls Inc	Start Up Assistance for gas detection system	435.00
Masterman's	Lab Gloves	1,074.53
Modern Corporation	Dumpsters	175.27
Musial, Gene	Exterminating Services (November & December)	310.00
Napa Auto Parts	Solenoid/Coil	47.53
National Office Furniture	Chair	441.45
NY Assoc of Approved Environmental Lab.	2015 Membership Dues for Dan Kummer	350.00
NYSDEC	Hazardous Substance Bulk Storage Applications for Plant/Ton Creek Road/Townline Rd	500.00
Noco	Fuel for Generators/Pump Stations & Plant	7,569.87
Postmaster	10 rolls of forever stamps/10 sheets of \$.001/10 sheets of \$.10	512.00
7N5-Praxair Distribution Inc.	Maintenance Supplies	103.85
PVS Technologies, Inc.	Ferrous Chloride	1,984.06
Rexel	Batteries	182.81
Riester, James	2014 Travel Mileage -Board Meetings	141.12
Riverside Chemical Company	Rock Salt/Hypochlorite Solution	1,186.70

Safety Video Direct	Safety Videos for training	520.00
Sears	Dishwasher for Lab	969.99
Service Bearing & Transmission, Inc.	Maintenance Supplies	1,086.96
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Sherwin Williams	Paint Supplies	319.80
Smith, Marc R.	2014 Travel Mileage -Board Meetings	283.92
Staples	Office Supplies	85.47
The Pump Doctor	Ann. Cathodic Tests @ Townline, Ton. Crk. Shawnee & Plant P.S.	520.00
Town of Niagara	2014 I/I Reimbursement	20,000.00
Veolia Environmental Services	Mercury Disposal	924.88
Virtuoso, Sylvia	2014 Travel Mileage -Board Meetings	32.35
Vona, P. Andrew	Monthly Retainer-September 2014/Legal Services	2,500.00
Vona, P. Andrew	2014 Travel Mileage -Board Meetings	230.38
WW Grainger Inc	Drum Pump, Maintenance Supplies	1,033.58
Water Environment Federation	Annual Membership Dues - Walter Kanouff	108.00
Zep Sales & Service	Plastic Trash Liners	273.96

TOTAL

\$ 185,210.38

TOTAL FORWARDED O&M

\$ 44,218.01

TOTAL APPROVED O&M

\$ 185,210.38

GRAND TOTAL APPROVED

\$ 229,428.39

This motion was carried.

Review of the November 2014 Financial Report showed an Operation and Maintenance balance of \$5,836,628.24.

Upon motion duly made by Wright H. Ellis and seconded by Robert B. Cliffe, it was resolved that the Sewer District's November 2014 Financial Report be approved as presented. This motion was carried.

Authorization to forward year-end vouchers to Audit Department –

Upon motion duly made by James Riester and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes Joanne Teixeira to forward year-end vouchers to the Audit Department for processing from the 2014 budget. This motion was carried.

Communications

There was nothing to report under Communications.

Old Business:

There was nothing to report under Old Business.

Chief Operator's Report:

a. Alfa Laval Centrifuge - Mr. Timkey reported that the estimated cost to repair the gearbox for the centrifuge is \$24,777.34 plus return freight. Mr. Timkey stated that he spoke with Alfa Laval and that they may take some responsibility for the damage if it is determined that they are at fault.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization to John Timkey to have the gearbox for the Alfa Laval Centrifuge repaired at the cost of \$24,777.34 plus return freight. This motion was carried.

Mr. Timkey suggested that the District may want to consider hiring an expert centrifuge consultant to oversee the repair and startup of the centrifuge. Mr. Timkey stated that the consultant would cost the District approximately \$1,300/day plus per diem and travel.

b. Shawnee Road Pump Station Generator Repair - Mr. Timkey reported that the generator radiator at the Shawnee Road Pump Station needs to be replaced and that Cummins Northeast has submitted a quote to do the replacement for a total cost for parts and labor of \$4,307.89. Mr. Timkey requested authorization for the replacement and installation of the generator radiator for the Shawnee Road Pump Station from Cummins Northeast for the total cost for parts and labor of \$4,307.89.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives authorization to John Timkey for the replacement and installation of the generator radiator for the Shawnee Road Pump Station by Cummins Northeast for the total cost for parts and labor of \$4,307.89. This motion was carried.

c. Maintenance Building Air Handler Replacement - Mr. Timkey reported that he is waiting for the quotes for the maintenance building air handler replacement and will report back to the board with numbers at the January Board Meeting.

d. Annual DEC Inspection - Mr. Timkey reported that Rob Locey of the NYSDEC came to the District on December 4th for his annual plant inspection. He stated that Mr. Locey stated that there were no compliance issues at the treatment plant.

Administrative Director's Report:

a. Corpro Annual Service Agreement - Mr. Blodgett received the proposal from Corpro in the amount of \$805 for the annual inspection of the corrosion control system for the process water storage tank at the plant, which is a \$35 increase from last year. He stated that it is also recommended that the District select the option for Corpro complete the annual 15-point tank review at the cost of \$635, which is an increase of \$30 from last year, but noted that he did not feel that the option for bulb replacements were needed at this time as that was completed last year. Mr. Blodgett requested authorization to accept said proposal in the amount of \$1,440.00.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the proposal of Corpro in the amount of \$1,440.00 for the inspection of the cathodic protection system of the water storage tank as well as the annual 15-point tank review (as outlined in said proposal for contract period 2/1/2015 through 1/31/2016). This motion was carried.

b. 2015 Roof Project - Mr. Blodgett reported that the 2014 Roof Project is almost complete and the only items remaining are final trim and flashing to finish the project. He suggested that the District begin the process of starting the 2015 Roof Project to attempt to get a jump start on the 2015 construction season. Mr. Blodgett requested Board authorization for CRA to prepare a proposal for design and construction phase services for the 2015 Roofing Project for consideration at the January Board meeting.

Upon motion duly made by Dennis Brochey and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Blodgett's request for CRA to prepare a proposal for design and construction phase services for the 2015 Roof Project. This motion was carried.

Engineer's Report:

1. General Retainer (CRA Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services
 - BOARD ACTION REQUESTED – None
2. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
 - Next steps, implementation of priority projects, O&M projects, and schedule for approved plan
 - BOARD ACTION REQUESTED – None
3. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
 - Plug valve installed. Station work expected December/January.
 - BOARD ACTION REQUESTED – None
4. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)
 - Project is substantially complete. Metal work and punch list items wrapping up.
 - BOARD ACTION REQUESTED – None
5. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)
 - Draft report submitted for review.
 - BOARD ACTION REQUESTED – None
6. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)
 - Baffle installation in Clarifiers has been completed and both tanks are back in operation. Flow Study Work Plan submitted to NYSDEC by October 1, 2014 deadline. Mercury Minimization Program draft plan under review by CRA. Base plant hydraulic and process modeling complete.
 - BOARD ACTION REQUESTED – None
7. 2014 MOM Plan Annual Report (CRA Project No. 631124)
 - Proposal for Professional Engineering Services
 - **BOARD ACTION REQUESTED – Discuss/consider authorization of proposal**

Mr. Lannon reported that the District is required to prepare an update of our MOM Plan to present to the NYSDEC. Mr. Lannon requested Board discussion/consideration for authorization of

CRA's proposal dated December 17, 2014 to prepare the District's MOM Plan Annual Report for submittal to the NYSDEC by the February 28, 2015 due date.

Upon motion duly made by James Riester and seconded by Dennis Brochey it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves CRA's proposal to prepare the District's MOM Plan Annual Report for submittal to the NYSDEC by the February 28, 2015. This motion was carried.

Attorney's Report:

There is nothing new to report this month.

New Business:

1. Town of Lewiston 2014 I/I Project - Mr. Brochey presented to the board a request that the Town of Lewiston be reimbursed \$20,000 towards the purchase of a pipe crawler camera for investigating Inflow and Infiltration within the Town sewer system tributary to the NCSD #1. He stated that the Town of Lewiston would like to use the yearly sum to purchase the camera which should cost approximately \$80,000. Mr. Brochey also stated that that it has to go through a bid process and the Town of Lewiston procurement policy. Mr. Cliffe stated that he had no problem with the \$20,000 for 2014 and in January approving the next \$20,000 for 2015, but the monies in subsequent years may not be available and cannot be guaranteed to be available to any of the individual towns within the District. Mr. Smith stated that due to deadlines to encumber the 2014 funds, the Town of Lewiston would have up until approximately January 22, 2015 to open and award bids for reimbursement of the monies.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the request of Mr. Brochey to be reimbursed \$20,000 towards the purchase of a pipe crawler camera for the investigation of Inflow and Infiltration. The \$20,000 is approved for the calendar year of 2014 but the monies in subsequent years may not be available and cannot be guaranteed to be available to any of the individual towns within the District. This motion was carried.

2. Town of Pendleton 2014 I/I Project - Mr. Riester presented to the board a request that the Town of Pendleton be reimbursed \$3,100.00 towards the repair of an additional four gravity sewer infiltration leaks. The lowest bid received was from R.I.C. Plumbing in the total amount of \$3,100.00.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves the request of Mr. Riester's request for the Town of Pendleton to be reimbursed towards their I/I Project for 2014 for the repair of an additional four gravity sewer infiltration leaks. The lowest bid received was from R.I.C. Plumbing in the amount of \$3,100.00. This motion was carried.

Adjournment:

Upon motion duly made by James Riester and seconded by Dennis Brochey, the meeting adjourned at 6:33 p.m.